

2.

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OL/LSD 2	
1. TITLE OF REPORT (If a fill-in report include Form No.) LSD Statistical Report						2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)	
	<input checked="" type="checkbox"/>	LOGISTICS		SECURITY			
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED 3	5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly, plus Cumulative Report Semi-annually to EO/OL				6. DISTRIBUTION (No. of components not number of copies) Monthly-LSD and Branches, plus Semi-Annually to EO/OL		
7. FORMAT (memorandum, form computer print-out, etc) LSD Format	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT			
	<input checked="" type="checkbox"/>	YES	IF YES GIVE ADP PROCESSING NO.		LSDI 7-2		
	<input checked="" type="checkbox"/>	NO					
10. PREPARING COMPONENT (include lowest level contributing information to report) LSD Branches (6)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Branch Work Sheets			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
(SEE ATTACHED SHEET)							
B. COSTS OF COMPUTER PRODUCED REPORTS							
988 TOTAL COSTS PER YEAR						\$1204.45	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Development of sagacious and prudent reporting designed to support and further expand sound management of Division and overall Logistics affairs.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/>	RETAIN AS IS	<input type="checkbox"/> OTHER (explain)				MAN-HOURS	DOLLARS
<input type="checkbox"/>	CHANGE	Eliminates the quarterly preparation of this report				57	\$301.11
<input type="checkbox"/>	DISCONTINUE						\$3612.00
16. DATE OF INVENTORY 9 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Reports Officer, LSD/OL					18. EXTENSION

STAT